

CITY OF TEMPE SEASONAL EMPLOYMENT OPPORTUNITY



Parks and Recreation ■ 3500 S. Rural Road ■ Tempe, AZ 85281 ■ (480) 858-2469 ■ TDD (480) 350-5050 ■ www.tempe.gov

Adapted Recreation Leader

OPENING DATE:	June 13, 2005
FIRST REVIEW DATE:	July 8, 2005. Applications submitted by this date will be screened and may be invited to an interview. Applications after this date will only be reviewed and interviewed on an as-needed basis.
INTERVIEWS WILL BE CONDUCTED:	When a sufficient number of applications are collected.
CLOSING DATE:	Open until needs of City are met.
EXPERIENCE AND TRAINING:	Experience running or assisting with recreation programs. Some experience with special needs population a plus. Requires successful completion of required selection process, successful completion of background investigation, and verification of identity and work authorization.
REPRESENTATIVE ESSENTIAL FUNCTIONS:	<ul style="list-style-type: none">• Planning age-appropriate activities and ensuring they are safely conducted.• Teaching/assist a class in a designated subject area.• Actively interact with children, young adults and volunteers in a positive and professional manner.• Work as a team with other staff and volunteers.• Inform Recreation Coordinator of any problems and help resolve them.• Set up, supervise, and clean up activities and special events.• Complete accident/incident reports as needed.• Provide inclusion support for individuals with disabilities participating in mainstream recreation programs.
HOURLY WAGE:	\$8.69/hr
APPLICANT REQUIREMENT:	First Aid and CPR required within 3 months of start of program. If currently certified, please attach a copy of certificates to application.
AVAILABILITY REQUIREMENTS:	<ul style="list-style-type: none">• 2:30-6 pm Monday through Friday.• 5-9:30 pm two Fridays per month.• Occasional weeknights and Saturdays as needed.

Return Application to Parks and Recreation, 3500 S. Rural Rd.
AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

SPECREC\Adapted Class Instructor JOB DESCRIPTION.doc